



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000114915 - EAST BANK REGIONAL LIBRARY FLOORING  
REPLACEMENT**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

14-Dec-2015 12:30:36 PM



**Bid Number 50-00114915**

**EAST BANK REGIONAL LIBRARY FLOORING REPLACEMENT**

**BID DUE: THURSDAY, DECEMBER 17, 2015 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Misty A. Camardelle  
Buyer Email: [mcamardelle@jeffparish.net](mailto:mcamardelle@jeffparish.net)  
Buyer Phone: 504-364-2683**

## EAST BANK REGIONAL LIBRARY FLOORING REPLACEMENT

### PART 1 – GENERAL

#### SECTION A – PRE-BID CONFERENCE:

A **Mandatory** Pre-Bid Conference and inspection of the site shall be held on Monday, December 7, 2015, at 10:00 a.m., at the Jefferson Parish East Bank Regional Library, Jefferson Conference Room, 4747 West Napoleon Avenue, Metairie, LA 70001

All bidders are required to attend the **MANDATORY** Pre-Bid Conference. This conference is held to allow questions to be answered and to inspect the site with the owner(s) representative, etc. Bidders must attend the **MANDATORY** Pre-Bid Conference and sign the sign-in sheet or their bid will not be accepted.

The **MANDATORY** Pre-Bid Conference and inspection does not relieve the successful bidder from necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner.

#### SECTION B – STATE CONTRACTORS LICENSE REQUIREMENTS:

For the work that is to be performed, a Louisiana State Contractor's License in "Building Construction" and/or a specialty in "Painting and Interior Decorating, Carpeting", "Stone, Granite, Slate, Resilient Floor Installation, Carpet", "Carpet and Resilient Floors", "Flooring and Decking" will be required.

The contractor's License Number must appear on the exterior of the bid envelope.

#### SECTION C – WARRANTY:

All materials and workmanship must have at least one (1) year guaranty, in writing, from the date of acceptance of the project, against defects. The successful bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacement, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period. All product warranties shall be the length currently listed by the manufactures.

The successful bidder will also guaranty that he will hold the Parish of Jefferson harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of the warranty.

The successful bidder shall turn over to the owner all manufacturers' product warranties at completion.

**SECTION D – PERMITS:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to and approved by the Library Department before final payment is rendered.

**SECTION E – LIQUIDATED DAMAGES:**

The successful bidder will be assessed Liquidated Damages in the amount of \$500.00 per day for each day that expires Sixty (60) days from the date of the Notice to Proceed until work is substantially complete.

After substantial completion of the work, the successful bidder shall pay the owner \$100.00 for each day that expires after substantial completion, until all work is complete and ready for final payment.

**PART 2 – MATERIALS**

**Section A**

**General Product Information**

All carpet tile shall be from same dye lot.

**CARPET TILE SPECIFICATIONS**

**Interface**

**Roy G Biv**

Product: Roy G Biv Color 7448 Denim Blue Backing GlasBac®

**Product Specifications**

Product Number	1472102500
Product Construction	Tufted Textured Loop
Yarn System	Post-Consumer Content Type 6,6 Nylon
Yarn Manufacturer	Universal
Dye Method	100% Solution Dyed
Dye Lots	Non-Mergeable
Soil/Stain Protection	Protekt <sup>2</sup> ®
Preservative Protection	Intersept®

	Imperial	Metric
Tufted Yarn Weight	15 oz/yd <sup>2</sup>	509 g/m <sup>2</sup>
Machine Gauge	1/12 in	47.2 ends/10cm
Pile Height	0.12 in	3 mm
Pile Thickness	0.065 in	1.7 mm
Stitches	8 /in	31.5 ends/10cm
Pile Density	7,754 oz/yd <sup>3</sup>	279.2 g/m <sup>3</sup>
Total Thickness	0.22 in	5.69 mm
Size	19.69 in x 19.69 in	50cm x 50cm

**Performance Specifications**

Flooring Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E - 662) ≤ 450
Lightfastness	(AATCC 16 - E) ≥ 4.0 @ 60 AFU's
Static	(AATCC - 134) < 3.0 KV
Dimensional Stability	AACHEN Din 54318 <.10%
Preservative Efficacy	(AATCC 174 Parts 2&3) 99% Reduction/No
Mold 7 Days	(ASTM E-2471) Complete Inhibition

**Environmental Specifications**

Total Recycled Content	50% Recycled Content
(Post Industrial)	49% Recycled Content
(Post Consumer)	1%
Indoor Air Quality	Green Label Plus #GLP0820
Ingredients and Life Cycle Impacts	Environmental Product Declaration
Other Environmental Claims	3rd Party Verified Climate Neutral
	NSF/ANSI-140 Gold - Sustainable
	Carpet Assessment Standard
End of Life	Carpet to Carpet Recycling

**Technical Information**

Installation	See recommended Interface Installation Guidelines online
Maintenance	See recommended Interface Maintenance Guidelines online
Warranty	15 Year Standard, Non-Prorated Warranty
Standard Backing	GlasBac®
Backing Options	GlasBac®, GlasBac®RE

Tile Size Options 50cm x 50cm  
 Manufacturing Location ISO 9001 & 14001 Certified facilities  
 in Troup County, Georgia, United States

**Interface**

**Viva Colores**

Product: Viva Colores Color Various Backing GlasBac®

**Product Specifications**

Product Number	146500250H	
Product Construction	Tufted Textured Loop	
Yarn System	Post-Consumer Content Type 6,6 Nylon	
Yarn Manufacturer	Universal	
Dye Method	100% Solution Dyed	
Dye Lots	Non-Mergeable	
Soil/Stain Protection	Protekt <sup>2</sup> ®	
Preservative Protection	Intersept®	
	Imperial	Metric
Tufted Yarn Weight	18 oz/yd <sup>2</sup>	610 g/m <sup>2</sup>
Machine Gauge	1/12 in	47.2 ends/10cm
Pile Height	0.15 in	3.8 mm
Pile Thickness	0.101 in	2.6 mm
Stitches	12 /in, 10 /in	39.4 ends/10cm, 47.2 ends/10cm
Pile Density	6,416 oz/yd <sup>3</sup>	234.7 g/m <sup>3</sup>
Size	19.69 in x 19.69 in	50cm x 50cm

**Performance Specifications**

Flooring Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E - 662) ≤ 450
Lightfastness	(AATCC 16 - E) ≥ 4.0 @ 60 AFU's
Static	(AATCC - 134) < 3.0 KV
Dimensional Stability	AACHEN Din 54318 <.10%
Traffic Classification	Heavy
Fiber Modification Ratio	1.7 to 1.9
Preservative Efficacy	(AATCC 174 Parts 2&3) 99% Reduction/No
Mold 7 Days	(ASTM E-2471) Complete Inhibition

**Environmental Specifications**

Total Recycled Content (Post Industrial)	51% Recycled Content
(Post Consumer)	49% Recycled Content
Indoor Air Quality	2%
Ingredients and Life Cycle	Green Label Plus #GLP0820
Other Environmental Claims	Environmental Product Declaration Impacts
	3rd Party Verified Climate Neutral NSF/ANSI-140 Gold – Sustainable Carpet Assessment Standard

**Technical Information**

Installation	See recommended Interface Installation Guidelines online
Maintenance	See recommended Interface Maintenance Guidelines online
Warranty	15 Year Standard, Non-Prorated Warranty
Standard Backing	GlasBac®
Backing Options	GlasBac®RE, GlasBac®, NexStep®
Tile Size Options	50cm x 50cm, 1m x 1m
Manufacturing Location	ISO 9001 & 14001 Certified facilities in Troup County, Georgia, United States

**INTERFACE**

**Super Flor**

Product: Super Flor	Oceanus	Color# 609156
Product Number:	# 6090002504	
Product Construction:	Hair Tile (Needlepunch)	
Yarn System	82.5% Nylon; 17.5% Polyester	
Dye Lots:	Non-Mergeable	
Post-Industrial:	42%	
Post-Consumer:	0%	
Total Recycled Content:	42%	
Product Specifications:	U.S.	Metric
Tufted Yarn Weight:	41 oz/yd <sup>2</sup>	1390 g/m <sup>2</sup>
Pile Height:	.16 in	4.2 mm
Pile Thickness:	.16 in	4.2 mm
Stitches:	0 / in	0 ends / 10cm
Pile Density:	8945 oz/yd	
Total Thickness:	.32 in	8.26 mm
Size:		50 cm x 50cm

**Performance Specifications**

Radiant Panel:	(ASTM E-648) Class 1
Smoke Density:	(ASTM E – 662) ≤ 450
Lightfastness:	(AATCC 16 – E) ≥4.0 @ 60 AFU's
Warranty	15 Year Standard, Non-Prorated Warranty
Static:	(AATCC – 134) < 3 KV
Standard Backing	Graphlar Tile
Traffic Classification	Severe

**VINYL TILE SPECIFICATIONS**

**AZROCK CE102 ICE CAVE COLOR ESSENCE VINYL ENHANCED TILE**

Size:	12" x 12" x1/8"
Federal Spec:	SS-T-312B (1) Type IV, Composition 1

**VINYL BASE SPECIFICATIONS**

**Roppe Pinnacle Rubber Base**

Color: 139 Deep Navy

**Technical data**

- ASTM F 1861 - Type TS, Group 1, Styles A, B & C
- ASTM E 648, Critical Radiant Flux - Class 1 >.45 W/cm2
- ASTM E 662, Smoke Density - Passes <450
- ASTM E 84, Surface Burning - Class C

Profile: Standard Cove  
Gauge: 1/8" (3.2 mm)  
Height: 6" (152.4 mm)

**PART 3 – EXECUTION**

**Section A – BID SPECIFICATIONS:**

The successful bidder shall furnish all labor, materials, equipment, transportation and project management to remove the existing carpet, vinyl tile, hard tile and vinyl base and prepare floor for new carpet and tile installation in the East Bank Regional Library located at 4747 W. Napoleon Avenue, Metairie, LA. 70001. All products shall be furnished as listed in this specifications or owner approved equal.

The existing shoe molding shall be removed by others. All wooden and granite base is to remain. All vinyl base in areas of new carpet and tile shall be replaced. Exercise care in removal of the existing vinyl base to prevent damage to wall above base.

All furniture and equipment will be moved and replaced by the owner.

Vendor shall verify item to be installed with the owner before actual installation begins.

The Contractor shall remove all dirt and other foreign matter from surfaces to receive floor covering.

All installations shall be per manufactures specifications and meet all industry standards and all appropriate codes. Contractor **must** use manufacture's recommended products for the installation.

The Contractor shall examine all surfaces to which the flooring (all types) is applied, and any conditions detrimental to the proper installation of the carpet shall be corrected by the Contractor before the installation of the flooring. Any products required for the proper installation of the carpet tiles shall only be those that are recommended by the carpet manufacturer.

Flooring shall fit neatly against vertical surfaces, into breaks and recesses, against bases, around pipes and penetrations, against columns, under saddles and thresholds, against window frames, and around permanent cabinets and equipment. Contractor shall also use transition strips to meet ADA guidelines between flooring materials where needed.

Contractor shall install carpet and base with materials as recommended by product manufacturer. The amount of material used shall be as recommended by the product manufacturer for applicable product backing. The installed carpet shall be free of spots, dirt, soil, tears, frays, pulled tufts, wrinkles, bubbles, or any other defects.

Spots and smears including glue shall be removed immediately from the product with solvent. Spots and smears shall also be removed from adjacent surfaces.

Upon completion of the installation of the carpet, vacuum with a commercial beater bar type vacuum cleaner.

Bidders shall familiarize themselves with all existing conditions and are responsible for all measurements and quantities. Any questions concerning the project and/or specifications shall be addressed to Patrick Bode, Asst. Property Manager at 504-838-1126, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

Contractor shall supply the following quantities of Viva Colores carpet tiles for installation by owner personnel at a later date. These are extra tiles and should not be included in the number required to install the Roy G Biv tiles.

101163 Albarocoque	30 Tiles
101138 Azul	30 Tiles
101123 Dorado	30 Tiles
101126 Verde Primavera	30 Tiles
101143 Ceruleo	10 Tiles
101164 Naranja	10 Tiles
101139 Turquesa	10 Tiles
101152 Violeta	10 Tiles

Contractor shall supply attic stock as follows:

609156 Oceanus	20 Tiles
7448 Denim Blue	200 Tiles

**Section B – Hours of Work:**

The work that is to be performed can be scheduled anytime. The schedule will be discussed and exact dates determined at the pre-construction conference. Afterhours work will be allowed and may be required in some areas.

Library hours are as follows:

Monday – Thursday	9:00 am to 9:00 pm
Friday – Saturday	9:00 am to 5:00 pm
Sunday	1:00 pm to 5:00 pm

Administration hours are as follows:

Monday – Friday	8:30 am to 4:30 pm
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**Section C – Existing Structure:**

Precautions must be exercised at all times to safeguard and protect from damage all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the contractor.

**Section D – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Trash and debris shall be removed daily, shall become the property of the contractor, and shall be placed in appropriate dumpsters and hauled away by the contractor. TRASH AND DEBRIS SHALL NOT BE PUT IN PARISH DUMPSTERS OR COMPACTORS.

Contractor's employees may use public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment in lavatories or any misuse of any kind of the bathroom facilities will not be tolerated. Any damages incurred will remain the sole responsibility of the contractor.

Smoking inside of any Jefferson Parish Building and its restrooms is prohibited.

**Section E - Pre-Construction Conference and Notice to Proceed:**

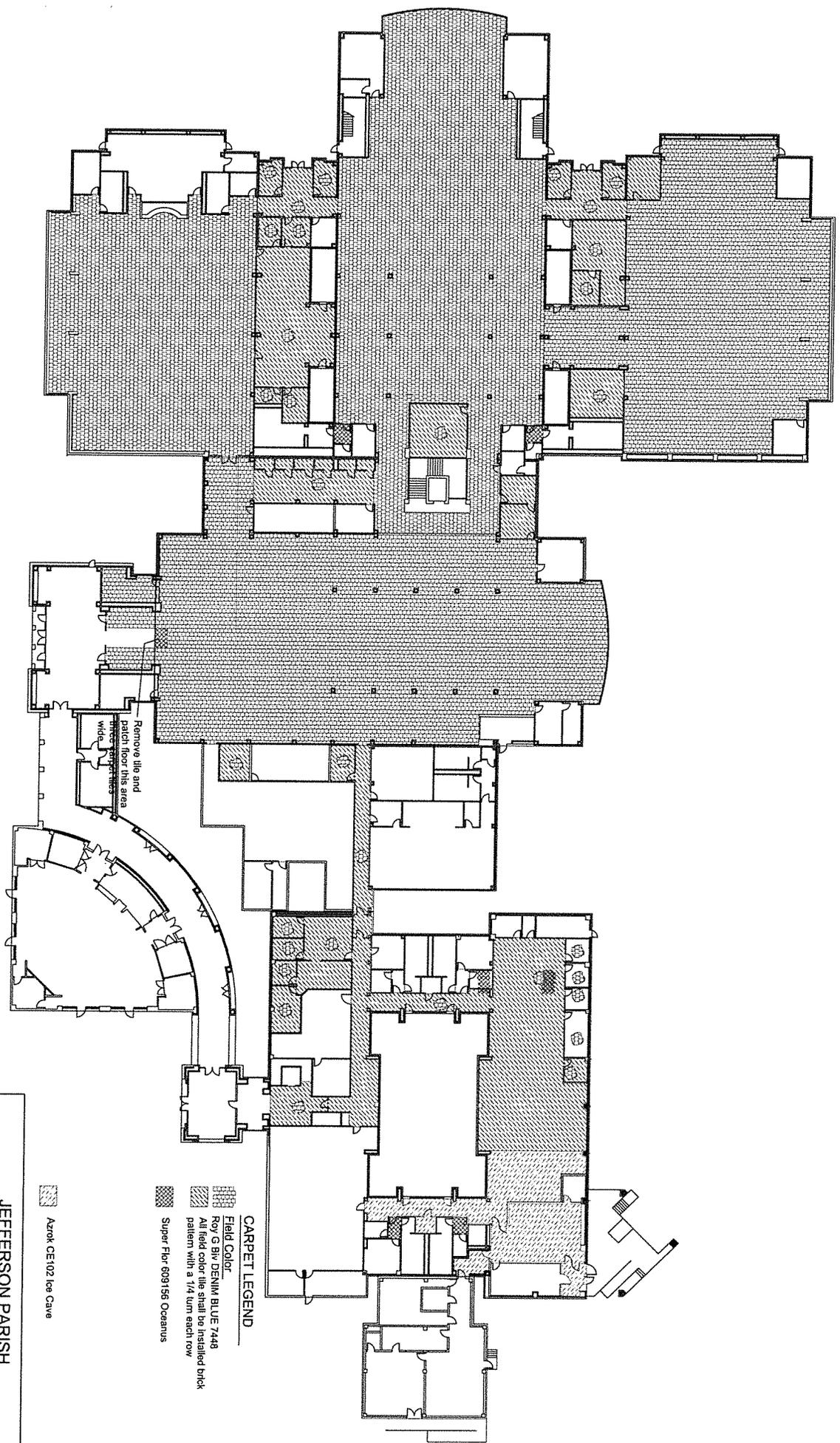
A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences; no work shall be performed until the contractor receives a written Notice to Proceed to begin work from the Library Department.

Attachments:

Drawing EBR F-1

Drawing EBR F-2

# FIRST FLOOR PLAN



Remove tile and patch floor this area three feet by three feet wide

- CARPET LEGEND**
-  Field Color
  -  Row G碧 DENIM BU UE 7448
  -  All field color tile shall be installed brick pattern with a 1/4 turn each row
  -  Super Flor 809156 Oceanus

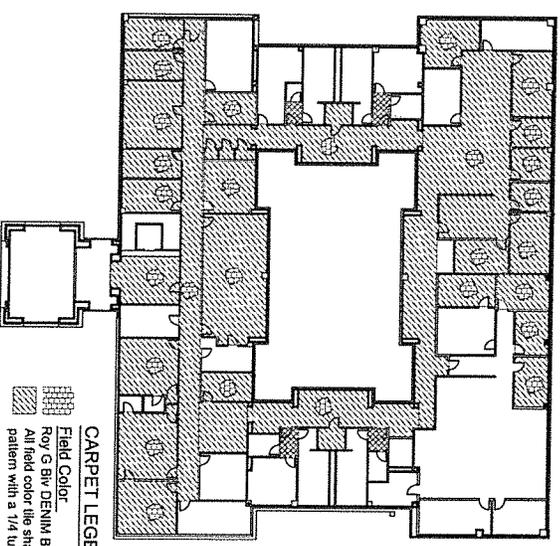
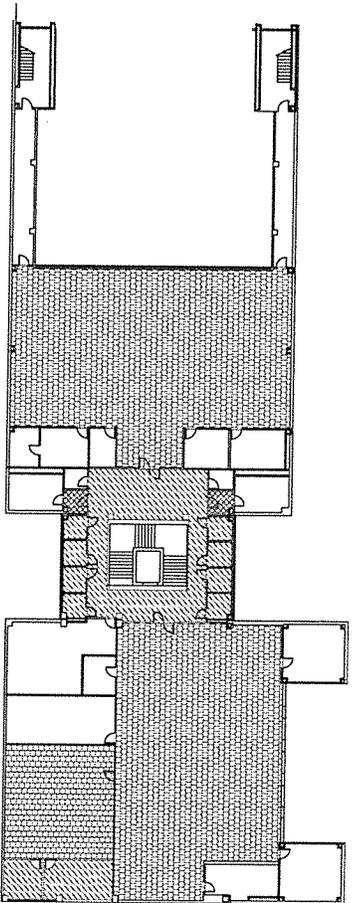
 Aztek CE 102 Ice Cave

NOTES  
ALL MEASUREMENT ARE THE RESPONSIBILITY OF THE CONTRACTOR.

JEFFERSON PARISH  
EAST BANK REGIONAL LIBRARY  
**FLOORING REPLACEMENT**

DATE: 10/26/15      SCALE: 1/16" = 1'-0"      DRAWING NO. EBR-P1

# SECOND FLOOR PLAN



### CARPET LEGEND

-  Field Color
-  Row G BRV DENIM BLUE 7448
-  All field color the shall be installed brick pattern with a 1/4 turn each row

 Super Flor 609156 Oceanus

NOTES  
ALL MEASUREMENT ARE THE RESPONSIBILITY  
OF THE CONTRACTOR.

JEFFERSON PARISH  
EAST BANK REGIONAL LIBRARY  
**FLOORING  
REPLACEMENT**

DATE: 10/26/15	SCALE: 1/16" = 1'-0"	DRAWING NO. EBR-12
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DATE: 11/18/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00114915

## JEFFERSON PARISH

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETNA, LA. 70054-0009  
504-364-2678

Page: 1

BUYER: MCamardelle@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 12/17/2015 AND PUBLICLY OPENED THEREAFTER.

### LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

**This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.**

**Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

**1, 3, 4, 5, 6, 7, 10, 11, 13, 14**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: 4747 W. NAPOLEON AVE, JEFFERSON ROOM,  
METAIRIE, LA 70001 AT 10:00 AM  
ON 12/07/2015**

- ✓ ① All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
- ✓ ③ Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
- ✓ ④ A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
- ✓ ⑤ It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

LOUISIANA UNIFORM PUBLIC WORK BID FORM

TO: JEFFERSON PARISH
PURCHASING DEPARTMENT
200 DERBIGNY ST. SUITE 4400
GRETNA, LA 70053

(Owner to provide name and address of owner)

BID FOR: 50-00114915 EAST BANK REGIONAL
LIBRARY FLOORING REPLACEMENT

(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: JEFFERSON PARISH LIBRARY DEPARTMENT and dated: MARCH 2015

(Owner to provide name of entity preparing bidding documents.)

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following ADDENDA: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) ADDENDUM #1

TOTAL BASE BID: For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates) the sum of:

Three hundred Twenty-Eight Thousand and 00/100 Dollars (\$ 328,000.00)

ALTERNATES: For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

Alternate No. 1 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A Dollars (\$ )

Alternate No. 2 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A Dollars (\$ )

Alternate No. 3 (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

N/A Dollars (\$ )

NAME OF BIDDER: Gil's Carpet Sales, Inc.
ADDRESS OF BIDDER: 1329 Veterans Mem. Blvd., Kenner, La 70062
LOUISIANA CONTRACTOR'S LICENSE NUMBER: 38817
Name OF AUTHORIZED SIGNATORY OF BIDDER: Gregory J. Schmidt
TITLE OF AUTHORIZED SIGNATORY OF BIDDER: Manager
SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*: [Signature]
DATE: 12-17-15

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with La. R.S. 38:2212(B)5.

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218.A is attached to and made a part of this bid

**LOUISIANA UNIFORM PUBLIC WORK BID FORM  
UNIT PRICE FORM**

**TO: JEFFERSON PARISH  
PURCHASING DEPARTMENT  
200 DERBIGNY ST. SUITE 4400  
GRETNA, LA 70053**

*(Owner to provide name and address of owner)*

**BID FOR: 50-00114915 EAST BANK REGIONAL  
LIBRARY FLOORING REPLACEMENT**

*(Owner to provide name of project and other identifying information)*

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices. Amounts shall be stated in figures and only in figures.

DESCRIPTION:	* Base Bid or <input type="checkbox"/> Alt.# 0010 - EAST BANK REGIONAL LIBRARY FLOORING REPLACEMENT: THE SUCCESSFUL BIDDER SHALL FURNISH ALL LABOR, MATERIALS, EQUIPMENT, TRANSPORTATION AND PROJECT MANAGEMENT TO REMOVE THE EXISTING CARPET, VINYL TILE, HARD TILE AND VINYL BASE AND PREPARE FLOOR FOR NEW CARPET AND TILE INSTALLATION AT THE EAST BANK REGIONAL LIBRARY LOCATED AT 4747 W. NAPOLEON AVENUE, METAIRIE, LA. 70001.			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>
0010	1.00	JOB	JOB	328,000.

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

DESCRIPTION:	<input type="checkbox"/> Base Bid or <input type="checkbox"/> Alt.# _____			
REF. NO.	QUANTITY:	UNIT OF MEASURE:	UNIT PRICE	UNIT PRICE EXTENSION <i>(Quantity times Unit Price)</i>

Wording for "DESCRIPTION" is to be provided by the Owner  
All quantities are estimated. The contractor will be paid upon actual quantities as verified by Owner.

**IMPORTANT NOTICE TO ALL BIDDERS – BID REQUIREMENTS**

Vendors may submit electronic bids with no fee for submission by using Central Auction House. Vendors may visit [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) for further information and for link to Central Auction House or visit them directly at [www.jeffparishbids.net](http://www.jeffparishbids.net). By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well as compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, as published on <http://ethics.la.gov> and applicable Jefferson Parish ethical standards.

As per LA R.S. 38:2212(A)(3)(c)(ii), the bid form shall contain Bid Security or Bid Bond, Acknowledgment of Addenda, Base Bid, Alternates, Signature of Bidder, Name, Title and Address of Bidder, Name of Firm or Joint Venture Corporate Resolution or other appropriate signature authorization, if required, Louisiana Contractors License Number, and on public works projects where unit prices are utilized, a section on the bid form where the unit price utilized in the bid shall be set forth; however, unit prices shall not be utilized for the construction of building projects, unless the unit price is incorporated into the base bid or alternates. Other documentation required shall be furnished by the low bidder within ten calendar days after the bid opening. Such documentation shall be supplied as originals (no copies).

All such required information or documentation not provided with the bid must be provided by the low bidder within 10 calendar days after the bid opening (originals only, no copies). Failure to provide said information and documentation within 10 calendar days after bid opening shall be grounds to declare the bid non-responsive. This information and documentation includes, but is not limited to, the Public Works Bid Affidavit, current W-9 Form and Tax Identification number (if currently not registered as a Parish vendor), and proof of insurance. However, the payment and performance bonds must be supplied by the successful bidder upon contract signing.

Louisiana Contractor's License shall be in the following category:

“Building Construction”, or a Specialty in “Painting and Interior Decorating, Carpeting”, “Stone, Granite, Slate, Resilient Floor Installation, Carpet”, “Carpet and Resilient Floors”, “Flooring and Decking”

Probable Construction Cost: \$290,000.00

Bidder agrees that this bid shall be good and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids. In the event the Owner issues the Letter of Award (copy of adopted resolution awarding bid by Jefferson Parish Council) during this period, the bid accepted shall continue to remain binding until the execution of the Contract.

Attached hereto is the Public Works affidavit which must be provided by the low bidder as an original (not copy) within 10 calendar days after bid opening. This affidavit must be completed, signed and notarized. Failure to do so will cause bid to be rejected.

Low Bidder will execute the formal agreement and will deliver a Performance Bond or Bonds for the faithful performance of the Contract.

Bid Security, in the sum of five percent (5%) of the total bid price (Base Bid and any Alternates), is to become the property of the Owner in the event the successful bidder

fails or refuses to execute the Contract or fails to produce performance and payment bonds upon contract signing. If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid Solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

Further, upon receiving a notice to proceed, the Bidder agrees that all work shall be completed as follows: Sixty (60) Days

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Further, as per Resolutions 113646 and 113647, the Bidder agrees to pay, as liquidated damages, the sum of \$500.00 per day as follows for: (1) each consecutive calendar day after the agreed date of completion that the work remains substantially incomplete, or (2) each consecutive calendar day after substantial completion that the work has not been finally completed.

In addition to and not in lieu of the per diem liquidated damages, Owner shall also be entitled to recover from Contractor or Contractor's Surety additional liquidated damages as detailed in Resolutions 113646 and 113647. These additional liquidated damages may include, but are not limited to the following, in the amounts and for each of the items identified in the Supplementary Conditions:

- (1) Extended architectural and/or engineering fees \$ 0.00 ;
- (2) Extended Resident Project Representative fees \$ 0.00 ;
- (3) Extended construction management fees \$ 0.00 ;
- (4) Extended Owner's overhead and personnel expenses \$ 0.00 ; and
- (5) Owner's other costs directly related to the delay in completion beyond the Contract Times.

In addition to liquidated damages, in accordance with Section 6.02, "Labor; Working Hours," whenever Contractor's work requires inspections in excess of the budgeted amount for inspection, Contractor shall reimburse Owner for the additional costs incurred by the Owner with respect to inspection of the contracted project provided the additional costs for inspections are above the budgeted amount for the contracted project.

For this project, the Project Representative Services, in accordance with the terms of the Engineer's agreement with the Owner, provides that the average hourly rate to be charged for resident inspection for this construction project is \$ 0.00 and the reasonable budget for such inspections is \$ 0.00 (the overtime rates shall be \$ 0.00 per hour). The cost of inspection in excess of this budgeted amount shall be assessed against Contractor's progress payments, all in accordance with LSA R.S. 38:2216(L)(2).

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to this chapter. Every parish contract and every bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter.

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Gil's Carpet Sales, Inc.  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Gil's Carpet Sales, Inc.  
INCORPORATED, DULY NOTICED AND HELD ON 10 NOV 15,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Gregory J. Schmidt, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

Anna L. Schmidt - Sec. - Treas.  
SECRETARY-TREASURER

12-15-15  
DATE

## **Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Gregory J. Schmidt, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Manager of Gil's Carpet Sales, Inc (Entity), the party who submitted a bid in response to Bid Number 50-00114915, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B  there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the parish to the Affiant.

**Choice B**  There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67, 16)
- (c) Theft of a business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract cancelled, the awarded entity making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

*[The remainder of this page is intentionally left blank.]*

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2).

Gregory Schmidt  
 Signature of Affiant

Gregory J. Schmidt  
 Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 16th DAY OF Dec, 2015.

Roberta Guerra  
 Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires for life.



Print

## Notary Search - Detail

**Name:** MS. ROXANA GUERRA  
**Address:** 3913 ARKANSAS AVE.  
KENNER, LA 70065

**Phone:** (504) 352-6347

**Notary ID Number:** 127582  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 08/22/2012  
**Oath Date:** 08/20/2012  
**Surety Expiration Date:** 08/09/2017  
**Annual Report Current:** Yes

[Back to Search Results](#) [New Search](#)

**INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

**1. WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**2. COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

**3. COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

**UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.

**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

**BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000114915 - EAST BANK REGIONAL LIBRARY FLOORING  
REPLACEMENT**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

14-Dec-2015 12:30:10 PM



**JEFFERSON PARISH**  
**DEPARTMENT OF PURCHASING**

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

**December 14, 2015**

**ADDENDUM # 1**

**Bid No.: 50-00114915**

**Bid Opening Date: December 17, 2015**

**For: East Bank Regional Library Flooring Replacement**

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**CLARIFICATIONS.**

**Question 1:** On Page SP-2 Section E- Liquidated Damages:

Can you allow more time than 60 days. The installation may take 60 days not including time needed to manufacture carpet and possible delays due to coordinating all furniture moving by others?

**Answer:** We will issue a notice to order materials after the pre-construction conference with the successful bidder. When the materials are received we will issue the notice to proceed, the 60 days will remain.

**Question 2:** On Page SP-6 Section A- Bid Specifications:

States to remove existing carpet, vinyl tile, hard tile and vinyl base and prepare for new carpet and tile. As per the mandatory pre-bid meeting we noticed some areas which had new carpet tile to remain was laid over existing vinyl tile. Is it acceptable to figure to install new carpet tile over existing vinyl tile where this condition occurs or is it required that all old flooring be removed for installation of new flooring?

**Answer:** The new carpet may be installed over the existing vinyl tile.

**Question 3:** On Page SP-7 and SP-8 referencing quantities of Viva Colors of carpet tile for installation by owner personnel at a later date. The carpet is manufactured in 20 tiles per carton. Should the 30 tile quantity per color be changed to 40 tiles and should the 10 tile quantity per color be changed to 20 tiles due to how the carpet is manufactured?

**Answer:** Change the quantities of all tiles to 20.

**Question 4:** SP-9 Drawing EBR-F1 blowup attached shows 2 locations of Super Flor color off the mark? Should the 2 locations of Super Flor be at the entrance to the 2 bath vestibules as redrawn?

**Answer:** Correct it is the bath vestibules.



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

**Question 5:** Instructions for Bidders and General Contractors Page 2 Item D Prices:  
States price shall be exclusive of State and Parish taxes. By law if a contractor supplies and installs material, that contractor is responsible for the payment of sales/use tax on material costs even though the client is tax exempt unless the client furnishes the contractor with a Sales Tax Exemption Certificate prior to material orders or do we figure to pay the tax on the material costs?

**Answer:** This is not a Sales Tax Exempt project. The awarded Contractor is responsible for the payment of tax associated.

Attached is a copy of the Sign In/Out Sheets from the Mandatory Pre- Bid Conference.

Sincerely,

*Misty A. Camardelle*

---

Misty A. Camardelle, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**

**MANDATORY PRE-BID CONFERENCE  
SIGN IN SHEET  
DATE: DECEMBER 7, 2015  
BID 50-00114915**

**EAST BANK REGIONAL LIBRARY FLOORING REPLACEMENT**

NAME	COMPANY NAME & ADDRESS	PHONE & FAX NUMBER	E-MAIL ADDRESS
1) Misty A. Camardelle	Purchasing Department 200 Derbigny Street, Suite 4400 Gretna, LA 70054	504-364-2683 504-364-2693	mcamardelle@jeffparish.net
2) GREG SCHMIDT	Gil's Carpet Sales, Inc. 1329 Veterans Mem Kenner, La 70062	504-467-1365 504-467-1366	giscarpette@cox.net
3) AL ROYERE	RCC Flooring LLC 2901 Ridgelande Dr Suite 217 Metairie, LA 70002	504 833-6331 504 833-6354	al@rccflooring.com
4) Frank Golefaro	Golefaro Construction 139 B Hwy P. Lous Gretna, LA 70053	504-250-3246 504-220-6934	frank@golefaroconstruction.com
5) H.D.M's Foa Flooring	Continental Flooring	480-949-8509	pcoleman@continentalflooring.com
6) Kerry Knobloch	JPL 8747 W. Hwy. Met. 70001	604-838-1108	KKnobloch@jplibrary.net

NAME	COMPANY NAME & ADDRESS	PHONE & FAX NUMBER	E-MAIL ADDRESS
7) Byron Champagne	LLJ ENVIRONMENTAL Construction 1909 Industrial Blvd. Hawley LA 70058	504-309-7304 504-309-7306	BChampagne@ LLJENVIRONMENTAL.CO
8) DAN CORZI	PAUL SITA COMPANY 5604 SALMER ST. NAPOLAN LA 70123	504-733-4710 504-733-9350	PAULSITA@GULFSOUTH.NET
9) Bettina Novell	EBR 4747 W. Napoleon Ave Met, LA 70061	838-1132	emoveh@Jefferson.lib.la
10) Joannie Hobbie	EBE Librarians 4747 W. Napoleon Ave. Metairie, LA. 70001	849-8818 (F) 838-1110	jhobbie@ jefferson.lib.la. us
11)			
12)			
13)			

**MANDATORY PRE-BID CONFERENCE  
SIGN OUT SHEET**

**DATE: DECEMBER 7, 2015  
BID 50-00114915**

**EAST BANK REGIONAL LIBRARY FLOORING REPLACEMENT**

NAME	COMPANY NAME & ADDRESS	PHONE & FAX NUMBER	E-MAIL ADDRESS
1) Misty A. Camardelle	Purchasing Department 200 Derbigny Street, Suite 4400 Gretna, LA 70054	504-364-2683 504-364-2693	mcamardelle@jeffparish.net
2) DAN COSTE	PAUL SITA CO. 5604 SALMON ST HARRISBURG, LA. 70123	504-733-4710 504-733-9350	PAULSITA@GMAIL.COM
3) Frank Galefaro	Galefaro Construction 139 Huey P. Long Gretna, LA 70053	504-220-6934 504-250-8246	frank@galefaroconstruction.com
4) Byron Champagne	LLS Environmental 1909 Industrial Blvd. HARRISBURG LA 70058	504-309-7304 504-309-7304	B.Champagne@LLSEnvironmental.com
5)			
Home for Continental Flooring	Continental Flooring	480-949-8509	Pcoleman@ContinentalFlooring.com
6) M Royere	RCC Flooring LLC 2901 Ridge Lake Dr 217 Metairie, LA 70002	833-6331 833-6354	ale@rccflooring.com

NAME	COMPANY NAME & ADDRESS	PHONE & FAX NUMBER	E-MAIL ADDRESS
7) Greg Schmidt	G. J. Coyle & Sons, Inc	467-1365 467-1766	gcoyle@hite.com
8) J. Hovioie	EBQ Library 4747 <del>Greenville</del> Napoleon Ave Met. La. 70001	849-8818 838-1110	jhovioie@jefferson.lib.la.us
9) E. Novak	EBR Library 4747 W. Napoleon Ave Met, LA 70001	838-1132	enovak@jefferson.lib.la.us
10) Kerry Knobloch	" "	838-1110	K.Knobloch@jplibrary.net
11)			
12)			
13)			

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Gil's Carpet Sales, Inc.  
1329 Veterans Memorial Blvd., Kenner, LA 70062

(Here insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and RLI Insurance Company

(Here insert full name and address or legal title of Surety)

P.O. Box 3967, Peoria, Illinois 61612-3967 a corporation duly organized under the laws of the State  
of Illinois as Surety, hereinafter called the Surety, are held and firmly bound unto

Jefferson Parish Council as Obligee, hereinafter called the

(Here insert full name and address or legal title of Owner)

Obligee, in the sum of Five Percent of the Amount Bid  
Dollars (5%), for the payment of which sum well and truly to be made, the said Principal and the  
said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally,  
firmly by these presents.

WHEREAS, the Principal has submitted a bid for Bid No. 50-00114915 East Bank Regional Library Flooring Replacement

(Here insert full name and address and description of project)

East Bank Regional Library  
4747 W. Napoleon Ave.  
Metairie, LA 70001

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a  
Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be  
specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such  
Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of  
the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the  
Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger  
amount for which the Obligee may in good faith contact with another party to perform the Work covered by said  
bid, then this obligation shall be null and void; otherwise to remain in full force and effect.

Signed and sealed this 17th day of December, 2015.

Anna L. Schmidt (Witness) } Gil's Carpet Sales, Inc.  
Megan Schmidt (Principal) (Seal)

Laura Burns (Witness) } RLI Insurance Company  
William H. Ellsworth (Surety) (Seal)  
William H. Ellsworth, (Title) Attorney-In-Fact



9025 N. Lindbergh Dr. | Peoria, IL 61615  
Phone: (800)645-2402 | Fax: (309)689-2036

# POWER OF ATTORNEY

## RLI Insurance Company

### Contractors Bonding and Insurance Company

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That this Power of Attorney may be effective and given to either or both of **RLI Insurance Company** and **Contractors Bonding and Insurance Company**, required for the applicable bond.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each Illinois corporations (as applicable), each authorized and licensed to do business in all states and the District of Columbia do hereby make, constitute and appoint:

Jack T. Landry, Edwin O. Schlesinger, William H. Ellsworth, Catherine R. Froeba, Laura Burns, Jeffrey E. Kropp, jointly or severally

in the City of Metairie, State of Louisiana, as Attorney in Fact, with full power and authority hereby conferred upon him/her to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds, undertakings, and recognizances in an amount not to exceed Ten Million Dollars (\$10,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon this Company as if such bond had been executed and acknowledged by the regularly elected officers of this Company.

**RLI Insurance Company** and **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of the Resolution adopted by the Board of Directors of each such corporation, and now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation shall be executed in the corporate name of the Corporation by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Corporation. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the Corporation. The signature of any such officer and the corporate seal may be printed by facsimile or other electronic image."

IN WITNESS WHEREOF, **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 12th day of August, 2015.

State of Illinois }  
County of Peoria } SS



**RLI Insurance Company**  
**Contractors Bonding and Insurance Company**

Barton W. Davis Vice President

#### CERTIFICATE

I, the undersigned officer of **RLI Insurance Company**, and/or **Contractors Bonding and Insurance Company**, each Illinois corporations, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 17th day of December, 2015.

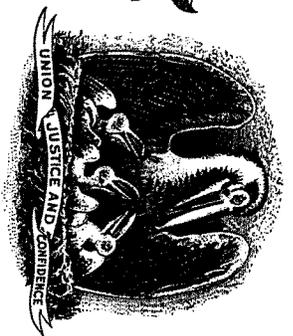
**RLI Insurance Company**  
**Contractors Bonding and Insurance Company**

Barton W. Davis Vice President

Jacqueline M. Bockler  
Jacqueline M. Bockler Notary Public



# State of Louisiana Commission State Licensing Board for Contractors



This is to Certify that:

GIL'S CARPET SALES, INC.  
1329 Veterans Mem. Blvd  
Kenner, LA 70062

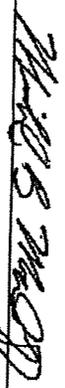
is duly licensed and entitled to practice the following classifications  
SPECIALTY: FLOORING AND DECKING

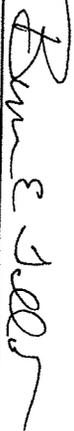


Expiration Date: December 20, 2015

License No: 38817

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of December 2013

  
Director

  
Chairman

This License Is Not Transferrable  
  
Secretary-Treasurer



# Louisiana State Licensing Board for Contractors



## Contractor Information

Business Name GIL'S CARPET SALES, INC. ✓  
 Mailing Address 1329 Veterans Mem. Blvd  
 Kenner, LA 70062  
 Phone Number (504) 467-1365  
 Fax Number (000) 000-0000

## Active Licenses

License Number 38817 ✓  
 Type Commercial License  
 Status LICENSED  
 Effective 12/21/2015  
 Expiration 12/20/2017  
 First Issued 12/20/2001

## Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW ✓	Schmidt, Gregory J.	ALL
SPECIALTY: FLOORING AND DECKING ✓	Schmidt, Gregory J.	ALL

141008

Form **W-9**  
(Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above  
*Gil's CARPET SALES, INC.*

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)  
*1337 Veterans Blvd*

City, state, and ZIP code  
*Kenner, LA 70122*

List account number(s) here (optional)

Requester's name and address (optional)

#### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

OR

Employer identification number								
7	2	4	1	4	3	6	3	9

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

#### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here Signature of U.S. person *David L. Schmidt*

Date *12-4-07*

#### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Gill's Carpet Sales, Inc.  
1329 Veterans Mem Blun.  
Kenner, La 70062

JEFFERSON Parish Govt  
Purchasing Dept.  
200 Derbigny St  
General Govt Bldg Suite 4450  
Gretna, La 70053

BID # 50-00114915  
EAST BANK Regional Library  
Flooring Replacement  
La Cont. Lic # 38817